



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

FOOD SERVICE

**ADMINISTRATIVE POLICY NO. 7
SCHOOL YEAR 2005-2006**

SUBJECT: Michigan Education Information System Security Access Procedure

DATE: March 9, 2006

The process for obtaining access rights to all Child Nutrition Program web applications on the Michigan Education Information System (MEIS) has changed. This includes the School Meals Program, Summer Food Service Program, Summer Camp Special Milk Program, and Child and Adult Care Food Program as applicable to each School Food Authority (SFA).

Security Authorization Forms for the following applications **no longer have to be renewed annually if there are no changes to the currently authorized Level 3 user(s):**

- Child Nutrition Application Program (CNAP)
- Claim Form
- LEARS - Verification Summary Report
- Year End Report

The person(s) currently holding Level 3 access rights will retain access unless we are notified otherwise. This person can assign and remove lower level (Level 1- Read Only and Level 2 – Enter/Edit) rights to staff within the organization allowing them to view, enter, or edit data. Level 3 rights can only be granted by our office to the person who has been authorized by the superintendent or administrator to enter/certify data.

Each SFA can designate up to two individuals with Level 3 access rights to enter and certify data. If you already have more than two, or if adding someone would exceed that number, you will be contacted and asked to specify which two people should have Level 3 access.

It is the responsibility of the authorizing official to submit a new Security Authorization Form whenever there are any changes regarding designated individuals with Level 3 access rights.

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When to submit a Security Authorization Form:

- 1. Remove access:** If the Level 3 designee is no longer a staff member or for any other reason is no longer authorized to certify data, a Security Authorization Form must be submitted to notify us to remove access rights for that person.
- 2. Add access:** If someone is being added, the requested information must be entered and authorized by the superintendent or administrator.
- 3. Change access:** If there is a replacement designee, the requested information must be entered (including the name of the person being replaced) and authorized by the superintendent or administrator.

The form is available on the MEIS website (<http://michigan.gov/meis>) under "Child Nutrition Programs", "Security Agreement". It can be used for any of the above listed applications to add or delete an authorized user. Print the form, complete the requested information, and fax to (517) 373-4022.

If there are questions regarding who currently has Level 3 access rights within your organization, contact Ruby Zavala at zavalara@michigan.gov or (517) 373-0420.

Attachment

Child Nutrition Programs - Security Authorization Form

This form must be submitted for **each** individual requesting Level 3 "Enter/Certify" security access rights to any of the Child Nutrition Program applications on the Michigan Education Information System (MEIS). Each organization may designate a maximum of two individuals and must submit a separate form for **each** individual to obtain Level 3 access.

School District / Organization / Institution Name	Agreement Number
1. Designated MEIS Applications Check boxes below for which Level 3 "Enter/Certify" access rights are being requested.	
a. CHILD NUTRITION APPLICATION PROGRAM (CNAP) <input type="checkbox"/> School Meals Program <input type="checkbox"/> Child & Adult Care Food Program - Centers <input type="checkbox"/> Child & Adult Care Food Program - FDCH Sponsor <input type="checkbox"/> Summer Food Service Program <input type="checkbox"/> Summer Camp Special Milk Program <input type="checkbox"/> The Emergency Food Assistance Program <input type="checkbox"/> Commodity Supplemental Food Program	b. CLAIM FORM <input type="checkbox"/> School Meals Program <input type="checkbox"/> Child & Adult Care Food Program - C Claim <input type="checkbox"/> Child & Adult Care Food Program - FDCH Claim <input type="checkbox"/> Summer Food Service Program <input type="checkbox"/> Summer Camp Special Milk Program
c. LEARS - VERIFICATION SUMMARY REPORT <input type="checkbox"/> School Meals Program	d. YEAR END REPORT - SM-4012-A/R <input type="checkbox"/> School Meals Program The Year End Report is not required for schools operating the Special Milk Program ONLY.
2. Designated Individual (CANNOT BE A FOOD SERVICE MANAGEMENT COMPANY EMPLOYEE) I agree to protect my user ID and password from unauthorized use and understand that all activity under my user ID is my responsibility. I further understand that by reporting Child Nutrition Program data on MEIS, I am certifying that the data is true and correct, that records are available to support it, and that it is in accordance with the terms of the existing Agreement.	
Signature _____ Date _____	* A _____ MEIS Account Number
Print Name _____ Title _____	Telephone Number _____
* If you HAVE already established a MEIS account, enter the existing account number above. DO NOT CREATE ANOTHER ONE. * If you do NOT have a MEIS account number, go to: http://michigan.gov/meis and click on the MEIS logo box on the top of the screen. Click on "Create a MEIS Account" and follow instructions.	
Check if you are a: <input type="checkbox"/> Replacement Designee _____ Name of Former Designated Individual to be Removed from Security Access	
3. Authorization by Superintendent, Administrator, or Institution Official or Owner I attest that the above named individual is authorized to initiate and electronically submit Child Nutrition Program applications to the Michigan Department of Education and to grant Level 1 "Read Only" or Level 2 "Enter/Edit" access rights to other individuals within the organization.	
Signature of Superintendent / Administrator / Institution Official or Owner _____	Title _____
Print Name _____	Date _____
4. Mail or fax form to: Ruby Zavala, Michigan Department of Education, GCSS, P.O. Box 30008, Lansing, MI 48909 Fax: (517) 373-4022	